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UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG
FACULTY HANDBOOK

Revised: Summer 1985

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FACULTY ORGANIZATION

Faculty Senate

Membership

Membership in the Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each five faculty members, or portion thereof, of the library and each academic division or school, plus five delegates elected at-large. The library representative is elected by secret ballot by members of the professional staff prior to the September faculty meeting. The school or divisional representatives from each voting unit are elected by secret ballot by members of the faculty of that school or division prior to the September meeting. At-large representatives are nominated from the floor and are elected by secret ballot by all members of the faculty at the September meeting. The term of office is three years, with the term of one-third of the Senate expiring each year. The Faculty Secretary-Elect, the previous year's Faculty Secretary, and the Recording Secretary are voting members of the Senate.

Senate Officers

The presiding officer of the Senate is the Faculty Secretary, who is called the Chairperson of the Senate when acting as the presiding officer. The Faculty Secretary-Elect presides over the Senate in the absence of the Faculty Secretary and serves as parliamentarian for meetings of the Senate. The faculty Recording Secretary serves as Secretary to the Senate.

Meetings

All meetings of the Senate are open; all members of the faculty have the right to address the Senate. All votes taken in the Senate are by voice, unless an alternative method is desired by at least ten Senators. A decision passed by the Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting. The Faculty Secretary must call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

Approved Motions

Motions either (1) approved by the Faculty Senate and not acted upon by the administration of the University of South

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Carolina at Spartanburg within two regularly scheduled Faculty Senate meetings (or within 60 days if the motion is approved at the last scheduled meeting of the Senate in the regular academic year), or (2) motions rejected or modified by the administration of the University of South Carolina at Spartanburg are remanded to the Senate by the Faculty Secretary at the second meeting following the initial passage of the motion by the Senate.

The Faculty Senate votes a second time upon the original motion. The vote is by paper ballot. If the motion is approved a second time, the Faculty Secretary will, within seven working days, directly appeal the motion to the appropriate University of South Carolina administrators. The appeal will be accompanied by a letter of explanation written by the Faculty Secretary.

The faculty delegates to the Senate all business except the election of faculty officers, committee members and at-large delegates to the Senate, and the consideration of other matters which the faculty wishes to reserve to itself. Regularly scheduled faculty meetings are held in September and April for the election of standing committee members, at-large delegates to the Senate, and faculty officers. Faculty committees make their reports directly to the Faculty Senate.

Bylaws of the Faculty Senate

Article I: Purpose and Responsibilities

The Faculty Senate of the University of South Carolina at Spartanburg, having been created by direction of the university faculty to act by and for that body, is endowed with all the powers and responsibilities of the university faculty except for those powers specifically reserved by that body to itself, provided that the university faculty may amend or repeal any actions of the Faculty Senate. Powers specifically reserved by the faculty, include, but are not limited to, election of faculty officers and committee members.

Article II: Members

Section 1. The Faculty Senate membership is composed of voting members of the university faculty elected from each division, each school, and the library (hereinafter referred to as electoral units). For the purpose of these bylaws, the term "voting member" is defined as specified in the Faculty Manual of the University of South Carolina at Spartanburg.

Section 2. Representation on the Faculty Senate shall be allocated as follows: one representative for every five faculty members (or portion thereof) per electoral unit, and five representatives elected at-large. Representatives of electoral units shall be elected by secret ballot by the members of that unit. These representatives shall be elected prior to the

September faculty meeting, except that a vacancy occurring in midyear shall be filled as soon as practicable according to the procedure described above.

At-large representatives shall be elected by secret ballot by all members of the faculty. These representatives shall be elected at the September faculty meeting, except that a vacancy occurring in midyear shall be filled as soon as practicable at a regularly scheduled or called faculty meeting.

The Faculty Secretary shall designate terms of one, two, and three years for Senate members so that approximately one-third of the members will be elected each year. This designation shall be made so that each electoral unit, shall have a reasonable balance of members with each of the terms. Thereafter members of the Senate shall have terms of three years, unless chosen to fill unexpired terms.

Section 3. [This Section is Amended by Amendment I] No later than the opening of the fall term each year, the chief administrator of each electoral unit shall recompute the number of Senate members to which his/her electoral unit is entitled and revise the number of vacancies to be filled accordingly.

A reduction in voting membership of an electoral unit shall not result in the removal of any senators until the expiration of their terms. An increase in voting membership of an electoral unit during the year shall not increase the number of representatives to which that unit is entitled for that year.

When an additional representative position must be added to the Senate due to increased membership in an electoral unit, the Faculty Secretary shall assign to that new position a term of one, two or three years to maintain the balance of one, two, and three-year terms on the Senate with preference being given to the longest possible terms.

Article III: Officers

The presiding officer of the Senate shall be the Faculty Secretary who shall prepare and circulate the agenda to all members of the faculty at least three days prior to the meeting date. The Faculty Secretary-Elect shall serve as presiding officer in the absence of the Faculty Secretary. The recording Secretary shall record and distribute to the faculty written minutes of Senate meetings, and annually compile and publish a summary of Senate actions. The three aforementioned officers are voting members of the Senate, except that the presiding officer shall vote only to break a tie.

The Senate shall elect a clerk from a list of secretaries submitted by the Vice Chancellor of the University of South Carolina at Spartanburg. The term of office for the clerk shall be one year.

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Article IV: Procedures, Stipulations, and Conduct of Business

Only members of the Faculty Senate may present motions and vote. Any member of the university faculty may attend any Senate meetings and speak on matters brought before the Senate.

All votes taken in the Senate shall be voice, unless an alternative method is desired by at least ten senators;

The Faculty Secretary shall call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty;

A decision made by the Senate may be overruled at a regular or called general faculty meeting by a majority of the full faculty membership.

Faculty Committees shall report directly to the faculty Secretary who will be responsible for placing appropriate items on the agenda.

The Senate shall follow Robert's Rules of Order unless otherwise stipulated. The presiding officer annually appoints a parliamentarian. All elections are conducted by secret ballot.

An agenda is prepared prior to the Senate meeting by the faculty Secretary and is distributed to all faculty members at least three (3) business days prior to the Senate meeting. Senate members may contribute to the agenda by submitting items to the Faculty Secretary five (5) business days prior to the meeting.

Article V: Meetings

Section 1. Regular meetings of the Senate shall be held monthly during the academic year, and once during the Summer Session, unless called by the Faculty Secretary.

Section 2. Special meetings of the Senate can be called by the faculty Secretary upon the written request of ten (10) members of the Senate or by the Vice Chancellor of the University of South Carolina at Spartanburg. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) business days notice shall be given the faculty and the meeting must be held within eight (8) business days from the receipt of the written request.

Section 3. A majority of the members of the Senate shall constitute a quorum.

Article VI: Committees of the Senate

The Faculty Secretary may create ad hoc committees composed of members of the Senate when the need for such committees shall arise.

Article VII: Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Faculty Senate by a two-thirds vote, provided that the amendment has been submitted in writing at a previous regular meeting.

Article VIII: Publication of Bylaws and Rules

The bylaws of the Faculty Senate shall be published in the Faculty Manual and in such other form as may be convenient for distribution, and such publications shall be revised from time to time as deemed necessary.

Amendment I. No later than February 1, the chief administrators of each electoral unit shall submit to the Faculty Advisory Committee a list, by name, of the voting members of the faculty of their units as of the spring semester 1985. The Faculty Advisory Committee will compute the number of senators for each voting unit. Reapportionment will be accomplished thereafter every third year as early as practicable during the spring semester.

The Faculty Senate will resolve any questions that may arise concerning the definition of "voting members," as well as any other questions on procedure related to reapportionment of the Senate.

A reduction in voting membership of an electoral unit shall not result in the removal of any senators until the expiration of their terms. An increase in voting membership of an electoral unit during the year shall not increase the number of representatives to which that unit is entitled for that year.

When an additional representative position must be added to the Senate due to increased membership in an electoral unit, the Faculty Secretary shall assign to that new position a term of one, two or three years to maintain the balance of one, two, and three-year terms on the Senate with preference being given to the longest possible terms.

Faculty Officers

Faculty Secretary

The office of Faculty Secretary is filled by the previous year's Faculty Secretary-Elect, who assumes these duties after the last scheduled faculty meeting of the spring semester.

The Faculty Secretary serves as presiding officer of the faculty and as the chairperson of the Faculty Senate. The agenda is prepared by the Faculty Secretary at least three days prior to each faculty meeting or Faculty Senate meeting and circulated to the faculty.

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The Faculty Secretary notifies faculty members in writing of all regular and called meetings at least three days prior to the meeting days.

The Faculty Secretary chairs the Faculty Advisory Committee.

The Faculty Secretary conducts the administrative evaluation.

In case of a tie in the voting on an issue before the Faculty or the Faculty Senate, the Faculty Secretary may vote to break the tie.

In conjunction with the Faculty Secretary-elect, the Faculty Secretary revises the Faculty Handbook.

The Faculty Secretary acts as Faculty Marshal.

Upon the expiration of the term of Faculty Secretary, the former Faculty Secretary serves a one year term as a member of the Senate. The former secretary also serves on the Faculty Advisory Committee as an ex-officio member with voting privileges.

Faculty Secretary-Elect

The office of Faculty Secretary-Elect is filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

The Faculty Secretary-Elect assists the Faculty Secretary and assumes the duties of the Faculty Secretary in his or her absence.

The Faculty Secretary-Elect serves as parliamentarian for the Faculty Senate and is consulted by the Faculty Secretary on matters of procedure.

The Faculty Secretary-Elect succeeds as Faculty Secretary the following year.

The Faculty Secretary-Elect shares with the Faculty Secretary the duty of revising the Faculty Handbook.

The Faculty Secretary-Elect is a member of the Faculty Senate and the Faculty Advisory Committee, but serves on no other standing committees.

Recording Secretary

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He or she may be reelected.

The Recording Secretary records and distributes to the members of the faculty the written minutes of its meetings.

The Recording Secretary searches the minutes of faculty and Faculty Senate meetings and annually publishes a summary of faculty actions.

The Recording Secretary sends copies of all General Faculty and Faculty Senate minutes to the faculty chairpersons of Aiken

and Coastal campuses and also to the President and Provost of the University of South Carolina.

The Recording Secretary is a member of the Faculty Advisory Committee and acts as its secretary.

The Recording Secretary serves as a voting member of the Faculty Senate.

University Marshal

The office of University Marshal is filled by the Faculty Secretary.

The Marshall sees that the ceremonial programs of the university run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) to make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) to lead the processional march on ceremonial occasions.

Faculty Committee Structure

Voting Units

The Library, the Schools of Business Administration, Education, and Nursing are considered separate voting units. In addition, the three divisions of the School of Humanities and Sciences, i.e., Fine Arts, Languages and Literature, Science and Mathematics, and the Social and Behavioral Sciences, are designated as separate voting units.

Terms

Terms of all appointed and elected members are for three years. Faculty standing committees will be organized in April. Except for the Admissions and Petitions Committee, new committee members and chairpersons will assume duties after the spring commencement. The Admissions & Petitions Committee will assume duties the second week of the fall term. No member may at one time serve as a voting member on more than two standing faculty committees.

Ex-Officio Members

Ex-officio members are not considered to be members of a committee when computing their maximum of two committee assignments is concerned. The role of ex-officio members of a committee is to serve in an advisory capacity. Ex-officio

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members should make available to the committee their knowledge and they are not empowered with a vote, except as noted, in the decisions of the committee. They should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee. The Chancellor is an ex-officio member of all committees and is not listed as such separately.

Chairperson

Each committee elects its own chairperson annually. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Chairperson-elect

Each committee chooses a chairperson-elect who will normally become a chairperson after one year. The chairperson-elect will preside in the absence of the chairperson.

Vacancies

Vacancies in committee membership caused by unexpired terms are filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments

All appointments to committees are made by the Chancellor.

Responsibility

Committees serve in an advisory capacity to the faculty and/or the administration. Committee chairpersons report all committee actions and recommendations in writing to the Faculty Secretary.

All committee actions are advisory until confirmed by the Senate and the Chancellor.

The Faculty Manual prescribes that each regular faculty committee shall meet at least four times a year. Each committee is required also to submit a written report, containing a summary of its activities and actions to the faculty at the last faculty meeting of the academic year. These reports will become a part of the minutes.

Elections

Faculty standing committees are organized in April. Except for the Admissions and Petitions Committee, new committee members and chairpersons assume duties after the spring commencement. The Admissions and Petitions Committee members assume duties the second week of the fall term. All elections are decided by majority vote of the faculty after due notice of the election has been given.

Scope

It is understood that the duties of committees and their constituent personnel are drawn from and limited to the University of South Carolina at Spartanburg except where otherwise noted.

Names of Standing Committees

The following are standing committees: Academic Affairs; Academic Forward Planning; Admissions and Petitions; Athletic Advisory; Facilities, Utilization and Planning; Faculty Advisory; Faculty Welfare; Library; Life Long Learning; Nominating; Promotion and Tenure; Student Affairs; Student Financial Aid; University Publications Board.

Implementation

New committees may be created as deemed necessary and approved by the Faculty Senate. Changes in continuing committees are made in the month in which the terms of their members are scheduled to begin. (In order to fill committees in the first year, it may be necessary to appoint and elect some members for one-year or two-year terms only).

Faculty Standing Committees

Academic Forward Planning Committee

The Academic Forward Planning Committee consists of one faculty member elected from each voting unit and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs is an ex-officio member.

The committee assists in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the

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community. The committee shall meet at least once each semester with the Chancellor.

Admissions and Petitions Committee

The Admissions and Petitions Committee consists of nine faculty members. Four are elected while five are appointed. One faculty member must be a member of the Developmental Studies staff. The Director of Admissions, the Registrar, and the Vice Chancellor for Academic Affairs are ex-officio members.

The committee considers admission and continuation policies within University guidelines and recommends to the Faculty Senate and the Chancellor any modifications to these policies where advisable. The committee may suspend normal entrance and continuation requirements for individual students, as permitted by university guidelines. The committee may establish special procedures for reviewing applicants during summer terms.

Athletic Advisory Committee

The Athletic Advisory Committee consists of six members: four faculty members, two appointed and two elected, and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Athletic Director and the Faculty Athletic Representative are ex-officio members.

The committees rules on all questions of student eligibility. It develops a philosophy regarding the athletic program and the scheduling of athletic events. The committee determines conference affiliations. The committee sends nominations for the Faculty Athletic Representative from members of the Athletic Advisory Committee and/or from faculty who are interested in athletics (excluding coaches) to the Nominating Committee.

Executive Academic Affairs and Division Committees

School and Divisional Committee. The Academic Affairs Committees consist of both school (or divisional) committees and an executive committee. Membership in these school or divisional committees shall be constituted as follows:

At least one individual is elected to represent each recognized academic discipline within the school or division that has three or more faculty within that discipline.

At least one individual is elected to represent all other academic disciplines having fewer than three

faculty members in that school or division.

Additional members are elected at-large to make a minimum committee membership of three (provided that the areas of concentration and/or degree programs are equitably represented); in the case of single discipline schools such as Education, Business Administration, and Nursing, a committee with a minimum of three elected members will be chosen provided that the areas of concentration and/or degree programs are represented equitably.

Members of the school or divisional committees serve for a term of three years. Normally, these terms are staggered in order to provide for continuity in operation as well as replacement of members.

Each school or division shall elect a chairperson from the membership of that committee for a term of three years. The responsibilities of these chairpersons are to:

Call and conduct meetings as needed;

Receive, process and disseminate all proposals for curriculum change within the school or division;
Record and report to the executive committee chairperson all academic matters requiring faculty action;

Represent or designate one member to represent the school or divisional committee on the executive committee.

The school or divisional committee is primarily responsible for reviewing and evaluating all proposals for curriculum changes initiated by members of that school or division. These recommendations are then forwarded to the Academic Affairs Executive Committee for approval. However, the executive committee cannot revise or alter recommended proposals without the consultation of the affected school's or division's representative.

Interdisciplinary Studies Academic Affairs Committee. The committee consists of four elected members. One member is elected from each division of the School of Humanities and Sciences and one from the School of Business Administration and Economics. Terms are for 3 years. When necessary, members are elected to the Committee in the spring of each academic year at the divisional and school meetings. (For the first committee, two terms are for 1 year, the third term for 2 years, and the last term for 3 years. These terms will be determined by lot). In the case of vacancies, the division or school will elect a replacement to fill out the unexpired portion of the term. The committee elects its own chairperson from among the

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representatives; that person serves as an ex officio (non-voting) member to the Executive Academic Affairs Committee.

This committee shall have all the authority as defined in the Faculty Manual and Faculty Handbook of any school or division academic affairs committee with respect to the IDS program.

In addition, the IDS AAC will serve in an advisory capacity to make recommendations to the director, the dean, the Executive Academic Affairs Committee, and the Faculty Senate on policy changes. These recommendations will be based on information concerning, but not limited to, admissions, requests for waivers, student demographics, and the impact of university-wide curriculum changes such as the general education requirements. This information will be reported to the committee once a semester by the director.

Executive Committee. The Academic Affairs Executive Committee is composed of seven designated representatives from all voting units. Ex-officio members are the Vice Chancellor for Academic Affairs, and the Chairperson of the Academic Forward Planning Committee

It is the duty of the Executive Academic Affairs Committee to consider and recommend to the Faculty Senate action on all requests made by the school or division committees for addition or deletion of courses. The committee reviews existing and proposed curricula with special attention to duplication or obsolescence of courses. It considers matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty Senate. The committee also considers problems of students who seek relief from University scholastic regulations or who feel an injustice has been done them in their academic work.

(For policies and procedures affecting the initiation of curricular changes see "Revising the Curriculum," Section Two, Procedures).

Facilities Utilization and Planning Committee

The Facilities Utilization and Planning Committee consists of three or more members. The Faculty Secretary will specify the total number after consulting with the Chancellor and the school deans on the anticipated work load of the committee for the year. The Chancellor's appointments should be compatible with the anticipated tasks of the committee during its upcoming year. The minimal committee membership consists of two elected faculty members and one student member appointed by the Chancellor from nominations submitted by the Student Government Association. Additional faculty, students, or other members may be appointed by the Chancellor with the consent of the Faculty. Expansion of the committee is appropriate when special projects or space utilization problems are being considered. Ex-officio members are the Vice Chancellor for Academic Affairs, the Associate

Chancellor for Administration, and the Associate Chancellor for University Relations. The faculty members are elected for staggered terms and may succeed themselves for one term.

The committee advises the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities.

Faculty Advisory Committee

The Faculty Advisory consists of the Faculty Secretary, the Secretary-Elect, Recording Secretary, and one Senate member from each voting unit not represented by the Senate officers. The elected members serve for terms of one year. In addition, the previous year's Faculty Secretary and the chairpersons of the Academic Affairs Executive Committee and the Promotion and Tenure Committee serve as ex-officio members with voting privileges.

The Chancellor and Vice Chancellor for Academic Affairs serve as ex-officio members.

The committee assists in establishing the agenda for Senate meetings and to serve as an Advisory Committee to members of the administration.

Faculty Welfare Committee

The Faculty Welfare Committee consists of six faculty members; two are elected each year.

The committee communicates to the appropriate administration officials in the form of suggestions the desires of faculty members pertaining to faculty welfare. It serves as a medium through which faculty members may suggest changes and modifications or make known their thoughts relating to faculty welfare. The committee requests from the Office of the Vice Chancellor for Academic Affairs a summary in writing of administrative ratings and final salary recommendations for the faculty. It reviews and publish this information in the Senate minutes no later than the close of that calendar year for the general information of the faculty. The information shall include the percentages of administrative ratings for each category given by school and division. In conjunction, a summary of the final salary recommendations should be submitted for each of the following categories: (a) school, (b) division, (c) men, (d) women, (e) blacks and other minorities. The chairperson of this committee will be responsible for reporting any complaints about possible violations of the Promotion and Tenure Guidelines Code to the chairperson or chairperson-elect of the Promotion and Tenure Committee for investigation.

In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

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- (a) fringe benefits, rank, and salary ranges within the University system;
- (b) policies regarding teaching load;
- (c) conduct and professional ethics;
- (d) general faculty morale.

Complaints about possible violations of the Code of Ethics as stated in the Promotion and Tenure Guidelines should be reported to the chairperson of the Faculty Welfare Committee who will be responsible for reporting the matter to the chairperson or Chair-elect of the Promotion and Tenure Committee for investigation.

Library Committee

The Library Committee consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs and the Director of the Library are ex-officio members.

The committee makes recommendations on matters of library policy.

Nominating Committee

The Nominating Committee consists of the elected chairpersons of all standing faculty committees, the Faculty Secretary, the Secretary-elect, and the Recording Secretary. The Vice Chancellor for Academic Affairs is an ex-officio member.

The Chairperson is the Faculty Secretary and the Secretary is the Recording Secretary.

Membership on the Nominating Committee is part of the duties of all committee chairpersons and that this committee assignment does not count for computing the maximum of two committee assignments for each faculty member.

The committee presents to the faculty a slate of nominees for regularly elected positions on standing committees, and presents to the Chancellor a similar slate of nominees for filling vacancies to the appointed positions on standing committees. The committee nominates a faculty member to represent USCS on the Arts Council of Spartanburg County.

Promotion and Tenure Committee

The Promotion and Tenure Committee consists of nine faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year.

Only full-time faculty members with rank of assistant professor or above or librarians with rank of assistant librarian or above are eligible for committee membership. Each voting unit is represented; no more than two faculty members from the same voting unit may serve on the committee at the same time. Elections of members of the committee are held at the general faculty meeting in the spring, with nominations from the floor.

A faculty member may not serve on the committee during the year in which his or her case is reviewed by the committee. Any committee member who is to be considered for promotion and/or tenure during the next academic year must resign from the committee prior to the general faculty meeting in the spring, when new committee members are elected.

The committee establishes criteria for promotion and tenure and to set procedures for the operation of promotion and tenure policies, subject to approval by the faculty and Board of Trustees or the Faculty Senate; in accordance with approved criteria and procedures, to make recommendations to the administration regarding the granting of promotion and tenure.

Code of Ethics. The committee shall adhere to the following code of ethics:

- (1) The proceedings of the committee are confidential with respect to all materials and all discussions of and voting upon cases under consideration.
- (2) Committee members shall avoid entering into communication with the administration or with other faculty members concerning cases before the committee. There shall be no discussion among individual committee members except when the committee is formally convened.
- (3) The committee shall discuss only written material contained in the field of the faculty members being considered. The committee may introduce in writing any matter not addressed in a candidate's file, for the purpose of consideration, provided that the candidate be allowed an opportunity to comment.
- (4) Committee members shall refrain from participation in cases in which their personal prejudices may unduly affect their judgment. No committee member may participate in the deliberations and voting on a case of a spouse or relative.
- (5) Committee members' votes, based on consideration of a candidate's file, shall reflect their best judgment concerning the candidate's qualifications as measured by stated criteria as well as by the overall strength and best interests of the institution.
- (6) Complaints about possible violations of this code

should be reported to the chairperson of the Faculty Welfare Committee who will be responsible for reporting the matter to the chairperson or chairperson-elect of the Promotion and Tenure Committee

Preliminary Notifications. Each September the committee chairperson notifies the following persons for the reasons specified:

- (a) the faculty, so that those members wishing to be considered that year for promotion and/or tenure may indicate this in writing to the committee chairperson and prepare their files for review;
- (b) Deans or Division Chairpersons or equivalent academic officers, so that they may submit to the committee chairperson the names of faculty members whom they wish to recommend for promotion and/or tenure and write letters of recommendation for those persons;
- (c) the Vice Chancellor for Academic Affairs, so that he or she may know the persons who will be reviewed by the committee that year and may place relevant material in their files;
- (d) the chairperson of each School/Division Peer Review Committee, so that these committees may evaluate during the fall semester those persons from their School/Division who are seeking promotion and/or tenure.

Calendar. Each September the committee publishes a calendar of peer review and promotion and tenure deadlines and decision dates for the current academic year.

Each faculty member who is to be reviewed by the committee is responsible for submitting his or her file to the appropriate peer review committee and for insuring that the file is subsequently submitted to the Promotion and Tenure Committee by the published deadlines.

General Files. Each faculty member is responsible for the creation, maintenance, and distribution of a single file or record of his or her performance which can be used for evaluation purposes by the Dean and Division Chairperson, School/division Peer Review Committee, the Promotion and Tenure Committee, the Vice Chancellor for Academic Affairs, the Chancellor, and, in some cases, by appropriate officers in Columbia.

All file material should be contained in standard-sized notebooks (e.g., 1 or 1 1/2 inch, 3-ring, looseleaf notebooks). Bulky material (e.g., books, audio-visual materials, educational kits) may be included as part of the file to be handled separately.

File materials contained in notebooks should be organized in

a logical fashion. An up-to-date vita containing all relevant dates, a recent administrative review, and a current Peer Review Committee evaluation are essential. Other materials should be organized in a format generally corresponding to the criteria by which a candidate is evaluated: teaching, service to the university, community, and profession; and scholarly achievement. Supporting documentation is always in order (e.g., student evaluations, both numerical data generated and written comments; letters of commendation from committee chairpersons, community leaders, and professional colleagues; copies of published books and articles, papers presented, grant proposals).

Confidential Files. A confidential file for each faculty member reviewed is kept with the records of the committee. Deans, Division Chairpersons, the Vice Chancellor for Academic Affairs, colleagues, and other may write letters and submit relevant material for inclusion in this file. A faculty member may request that colleagues and other persons acquainted with his or her performance write letters of recommendation, to be sent to the committee chairperson for inclusion in the confidential file. The committee chairperson will inform each faculty member when items are placed in the confidential file. A faculty member may request the committee chairperson to prepare a summary of all confidential information in the file.

File Custody and Access. Files are considered privileged information, and while in the committee's custody they are subject to the committee's regulations regarding access:

- (a) Files are kept in locked cabinets under the general supervision of the assigned staff secretary of the committee.
- (b) Those having access to the files are the Chancellor, the Vice Chancellor for Academic Affairs, the Dean and Division Chairperson of the individual faculty member, and the members of the Promotion and Tenure Committee.
- (c) Each faculty member has access to his or her own general file upon request to the committee chairperson or the assigned staff secretary except for times when files are closed for committee review and deliberation. A faculty member does not have access to his or her confidential file.

Committee Review Procedures. For purposes of discussion and voting, the chairperson organizes files into the following categories based on current faculty rank:

- (a) instructors seeking promotion to assistant professor rank;
- (b) assistant professors seeking promotion to associate professor rank and/or tenure;

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- (c) associate professors seeking promotion to professor rank and/or tenure;
- (d) professors seeking tenure.

The committee meets for preliminary discussions after members have had opportunity to study all candidates' files. These preliminary discussion determine the adequacy of each file to support the candidate's request for promotion and/or tenure. The chairperson then notifies each candidate as to whether additional supporting or clarifying material is needed to complete his or her file.

Files are opened to candidates from early December to early January for the addition of requested material or other material which a candidate wishes to add to the file. Thereafter the files are closed for final committee review and decision.

Voting. For purposes of voting, a quorum is eight committee members. To be recommended by the committee for promotion and/or tenure, six affirmative votes are required if all nine members are present; five affirmative votes are required if eight members are present.

Specific reasons for voting in favor or against each candidate are required in writing on the ballot form.

Any committee member may request reconsideration of any particular case once.

When voting is completed, the chairperson prepares a tally of all votes cast and a written summary of the reasons for the recommendation on each candidate, based upon the reasons written on the ballot forms.

Notification of Administration and Candidates. The chairperson forwards to the Vice Chancellor for Academic Affairs the committee's recommendation, together with a record of the final vote and the chairperson's written summary on each candidate.

Within a calendar week after receiving the committee's recommendations, the Vice Chancellor informs each candidate of the committee's positive or negative recommendation and also transmit to the candidate a copy of the written summary prepared by the committee chairperson. A candidate does not receive the actual numbers in the final vote on his or her case; however, in the event that a grievance has been filed, a candidate may obtain this numerical information upon request to the committee chairperson.

Requests for Reconsideration by the Committee. A candidate who receives a negative committee recommendation may request that the committee reconsider his or her case. Such a request must be made in writing to the chairperson within ten working days after the candidate receives notification from the Vice Chancellor of the committee's recommendation.

A candidate's request for reconsideration and for a favorable committee recommendation should be addressed to the written summary of the committee's reasons for its recommendation

as forwarded to the candidate by the Vice Chancellor. A candidate may also request to appear personally before the committee; however, in such a case there is no debate or discussion between the candidate and committee members.

After the committee has considered each request for reconsideration, the chairperson communicates to the Vice Chancellor the committee's decision, together with a written summary explaining the decision; the Vice Chancellor transmits to the candidate the committee's decision and a copy of the written summary.

Administrative Action and the Committee. After the committee has completed all its recommendations, the Vice Chancellor transmits them to the Chancellor with his or her comments. The Chancellor makes his or her own recommendation regarding each candidate in accordance with published deadlines and informs the committee chairperson of these recommendations prior to submission to the President of the University.

In the event of a recommendation by the Chancellor that is different from that of the committee, the chairperson may request from the Chancellor an explanation of the reasons for the disagreement. This explanation may be in the form of a written reply by the Chancellor to the committee, in which case the candidate in question receives a copy of this reply; or the explanation may be given orally in a meeting of the Chancellor with the committee, in which case the chairperson prepares a written summary that is sent both to the Chancellor and to the candidate in question.

In the event of disagreement on a candidate between the Chancellor and the committee, the file of the affected candidate together with the numerical vote of the committee and the written summary will be forwarded by the Chancellor to the President. When there is no disagreement on a candidate between the committee and the Chancellor, a candidate's file is sent to Columbia only upon request of the President.

Committee Report to the Faculty. The chairperson prepares a report on the year's work, including the statistics of the committee's recommendations and those of the Chancellor, for presentation to the faculty at the general meeting in April.

Student Affairs Committee

The Student Affairs Committee consists of four elected faculty members broadly representative of the academic disciplines and three student members. Faculty members are elected for a three year term, with at least one new member being elected each year. Student members are appointed annually by the Chancellor from among nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Government Association and the Associate Chancellor for Student Affairs. The committee shall elect a chairperson and a

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chairpersonelect who shall serve as secretary.

The committee makes recommendations to the Faculty Senate regarding the Academic Honor Code and the Campus Discipline Code.

The committee considers policies on registration and orientation and makes recommendations on these matters to the Vice Chancellor for Student Affairs.

The Committee recommends to the faculty policies concerning extra curricular student activities.

The Committee makes recommendations to the Chancellor regarding expenditures of student activity fees based on recommended budgets approved by the Student Government Association.

In addition, the committee reviews proposals for programs and it awards grants to those that satisfy the Committee's criteria.

Student Financial Aid

The Student Financial Aid Committee consists of six elected faculty members, broadly representative of the prescribed voting units, and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Student Financial Aid is an ex-officio member.

The committee recommends to the Faculty Senate the basis on which scholarships and loans are granted. A subcommittee composed of the faculty members of the committee awards the scholarships and reviews and approves the allocation of funds awarded by the Director of Student Financial Aid. The Director of Student Financial Aid informs the subcommittee (prior to the awarding date) of the scholarships and other financial aids available.

University Publications Board

The University Publications Board consists of five faculty members (three elected and two appointed) and four students appointed annually by the Chancellor from among nominations submitted by the Student Government Association. The Associate Chancellor for Student Affairs and the advisors of the The Carolinian and Maggies's Drawers are ex-officio members. (Note: The advisor's membership on this committee counts as one of the maximum of two committee assignments for each faculty member.)

The Board nominates student editors for all student publications. Editorial appointments are for one year. It recommends the termination of an appointment should editors fail to perform their duties in a suitable manner. It makes recommendations to the Student Government Association and the Chancellor concerning budgets for USCS publications, including salaries to be paid editors. It develops and recommends to the

Chancellor publication policies. It selects faculty advisors for all publications. The committee encourages the development of publications which enhance the USCS educational and extra-curricular programs.

Ad Hoc and Special Committees

This section includes listings and descriptions of university committees that were either established in ad hoc basis by the Senate or are faculty committees that function outside the governance of the Senate. The Faculty Secretary is authorized to appoint ad hoc and special committees.

Annual Review Committee (a.k.a. Peer Review)

As part of a comprehensive system of faculty evaluation, the University has established annual review committees charged with the responsibility of conducting peer evaluations.

Each school as well as each division of the School of Humanities and Sciences has an annual review committee composed of five elected faculty members from that respective academic unit.

A description of policies and procedures for annual review as well as peer review is found in the Faculty Manual.

Budget Advisory Committee (BAC)

The Budget Advisory Committee is a consultative group that exists to provide the Chancellor advice and make recommendations concerning budgetary planning and allocations for the effective operation of the University of South Carolina at Spartanburg.

Membership of the Committee shall include five tenured faculty, broadly representative of the schools, appointed by the Chancellor for three-year rotating terms. Also serving on the Committee as ex-officio members are the Vice Chancellor for Academic Affairs, the Associate Chancellor for Administration, the Associate Chancellor for Student Affairs, and the Associate Chancellor for University Relations. Student representation on the Committee shall include the President of the Student Government Association and a second student appointed by the Chancellor for a one-year term. Additional members may be appointed if deemed appropriate by the Chancellor. The Chancellor will chair the Committee.

The information shared with the members of the Committee, its deliberations, and its recommendations will be confidential. Periodically, the Chancellor will report to the faculty concerning budgetary planning and allocations.

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Ethics Committee

The Ethics Committee is responsible for reviewing all nonfunded research projects involving human subjects prior to conducting the research. The Director of Sponsored Projects serves as an ex-officio member.

The USC Institutional Review Board (IRB) for the Use of Human Subjects, a USC System faculty committee coordinated by staff in the Office of Sponsored Programs and Research on the Columbia campus, is responsible for reviewing all research grant proposals involving human subjects submitted for funding.

The committees seek to insure that researchers follow the Department of Health and Human Services regulations protecting human subjects involved in the conduct of research.

Grievance Committee

The Grievance Committee consists of thirteen tenured faculty members. Two are elected from each of the Schools of Business Administration, Education, and Nursing. In addition, two are elected from each of the three divisions of the School of Humanities and Sciences. One is elected from the Library faculty. All elections are conducted by the individual academic units and terms of office are three years.

The committee hears grievances brought by members of the faculty according to the policies and procedures published in the Faculty Manual.

Faculty Athletic Representative

The Faculty Athletic Representative term is for 3 years. The term is renewable. The Athletic Advisory Committee sends nominations from its own membership or from faculty interested in athletics (coaches excluded) to the nominating committee. The Faculty Athletic Representative is nominated and elected according to the normal committee assignment procedure.

The duties of the representative include but are not limited to providing continuity in interpreting campus, athletic association, and conference regulations. The Representative certifies academic eligibility of athletes with assistance of the Registrar. In addition, the Representative promotes academic achievement among student-athletes and ethical standards in sports. It is the duty of the Representative to inform the Athletic Department of Faculty concerns. In the absence of the Chancellor and Athletic Director, the Representative serves as campus delegate to athletic associations or conferences. The Representative assists in the search process for athletic

personnel. The Faculty Athletic Representative serves as an ex-officio member of the Athletic Advisory Committee.

PROCEDURES

Teaching and Classroom Responsibilities

Absence

Should an emergency delay an instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In case of illness or an emergency that necessitates absence from class, faculty members should notify their division chairperson or dean immediately so that arrangements can be made for that class.

Deans are charged with the responsibility of filing monthly attendance reports with the Personnel Office for their respective faculty.

Academic Advisement and Records

The Assistant Vice Chancellor for Academic Affairs for the Freshman-Sophomore Center and the deans of the schools are responsible for the academic advisement program.

Students With Less Than 45 Semester Hours. Specially selected Freshman-Sophomore advisors are assigned advisees by the Freshman-Sophomore Center based upon the students intended major and placement tests results. Transcripts for transfer students with less than 45 earned credits are evaluated by the Assistant Vice Chancellor for Academic Affairs. Records for Freshman-Sophomore Center students are housed in the Center. Student records are formally transferred to the school of the students' declared major at the completion of 45 semester hours by completing the change of major form. Students with an undeclared major are formally transferred to the Counseling and Career Development Center at the end of 45 semester hours.

Students With More Than 45 Semester Hours. Students are transferred to the individual schools from the Freshman/Sophomore Center or through transfer from another college or university. Deans of the four schools are responsible for the evaluation of transcripts and the assignment of advisors within their schools. Deans are responsible for maintaining records of students majoring in their respective areas. Students who change their major after declaring a major in one of the four schools, complete a change of major form and the dean will send it to the appropriate school. Advisors for students in the Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies are selected by the Director of Interdisciplinary Studies program, who maintains all files on these students. Records for students in the Interdisciplinary Studies program are kept in the director's office.

Cancellation of Classes Due to Inclement Weather

If inclement weather begins after the end of day and evening classes, USCS follows the decision of Spartanburg public schools to open or close schools. (If it is announced that public schools will open late, however, USCS opens at 8 a.m. and proceeds on the regular schedule.) As soon as the public schools' decision is known, late in the evening or before 6:30 a.m., the Director of Information Services notifies the following news media: WSPA-TV, WSPA radio, WORD radio, and WASC radio in Spartanburg; WYFF-TV, WFBC radio, WHYZ radio, and WGXL radio in Greenville; and WEAC radio in Gaffney.

If the inclement weather begins after 6:30 a.m. and before evening classes begin, the Chancellor (in his absence, the Associate Chancellor for University Relations) decides to cancel classes and other activities for the rest of the day. He notifies the Director of Information Services, who notifies the news media and appropriate administrators as well as public safety personnel. They will update the automatic answering service to reflect the correct information.

If the inclement weather begins after 5:30 p.m., the Director for Continuing and Evening Education decides whether or not to dismiss classes and other activities. He notifies the Director of Information Services, who notifies the news media and appropriate administrators as well as public safety personnel.

The decision to open or close the University is binding on all USCS activities, including Graduate Regional Studies, Continuing Education, the Child Development Center, and various service functions unless one or more of these is specifically exempted by the Chancellor or, in his absence, the Associate Chancellor for University Relations.

Faculty, staff, students, and administrators should be aware that they may be required to make up hours and classes missed due to bad weather.

Grade Reporting

Class Rolls. Class rolls are distributed to the schools and divisions three times each during the fall and spring semesters. They are distributed two times each during summer sessions. Faculty members who do not receive a class roll should contact their dean's office. If the roll has been misplaced, the dean should contact the Records Office for an additional copy.

Official rolls are produced after the last day to add a course or change sections. Official rolls should be considered accurate.

If students are attending a course but their names do not appear on the roll, the instructor should advise the students to go to the Records Office.

If students' names appear on a roll but they have not been

attending a course, the instructor should check with the Records Office to see if the students have officially registered for the course.

Faculty Grade Reporting. All grades are due in the Office of the Registrar by the specified date announced for each semester. Grade rolls must be delivered in person and may not be sent by inter-campus mail. The Registrar is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing.

Final Reports of Grades. The faculty member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor's signature in the space provided.

The faculty member cannot assign the following grades unless the option is indicated on the Grade Roll: Pass-fail grades, an audit, a "WF" grade, a "W" grade.

An "I" should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or school. Incompletes are computed as "F" in a student's GPR.

The detachable area on the right of the Grade Roll is to be used for posting grades within the department. (See "Student's Rights of Privacy Regarding Grades.")

Grade Changes/Errors in Recording Grades. In case of error in reporting of final grades, the instructor completes a Request for a Course Grade Change form and sends it to the Registrar, who then places the issue before the Executive Academic Affairs Committee.

If students wish to challenge their grade, it must be done before the end of the semester following the semester the grade was given.

Special make-up work or examinations to change grades already recorded are not permitted.

Withdrawal. A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of "W" rather than "WF" by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form taken by the student to the faculty member to determine if a grade of "W" or a "WF" has been earned. This form is to be returned to the Records Office.

Graduation

The graduation of students is one of the most important events in the academic year. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore, if necessary.

Honor Code

It shall be the responsibility of every student at the University of South Carolina at Spartanburg to obey and to support the enforcement of the Academic Honor Code, which prohibits lying, cheating or stealing when these actions involve academic processes or the University--i.e., student or academic personnel acting in an official capacity.

Students or faculty report infractions of the Honor code to the Dean of Students.

Faculty are recommended to inform students at the beginning of each course and at other appropriate times that the Academic Honor Code, which prohibits giving or receiving unauthorized aid, is in effect. Where appropriate, a clear definition of plagiarism and a reminder of its consequences should be presented, and the extent of permissible collaboration among students in fulfilling academic requirements should be carefully explained.

In addition, faculty should identify clearly in advance of any examination or other graded work the books, notes, or other materials or aids which may be used; to inform students that materials or aids other than those identified cannot be used; and to require unauthorized materials or aids to be taken from the room or otherwise made inaccessible before the work is undertaken.

Faculty should take all reasonable steps consistent with existing physical classroom conditions to reduce the possibility of cheating on graded work.

Care should be taken in the preparation, duplication, re-use and security of examinations (including make-up examinations) to insure that students cannot gain improper advance knowledge of their contents.

Faculty are urged to exercise proper security in the distribution and collection of examination papers and to be present in the classroom during an examination when they believe that their presence is warranted or when circumstances, in their opinion, make their presence necessary. Arrangements may be made to have an exam proctored through the Tutorial Lab (Library Building) or the Counseling Center.

Faculty should report to the Office of the Dean of Students any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid on any academic work. Private action as a sanction for academic cheating, including the assignment for disciplinary reasons for a failing grade in the course, is inconsistent with the Academic Honor Code policy and shall not be used in lieu of or in addition to a report of the incident.

Faculty should cooperate with the Office of the Dean of Students in the investigation and hearing of any incident of alleged violation, including the giving of testimony when called upon.

Honor Court

The honor court consists of two students and three faculty members. Participants for each court are selected by the Dean of Students from a pool of students and faculty. The pool consists of one student and two faculty appointed by each academic dean for each of the following disciplines: Business, Education, Nursing, Library, and the three divisions from the School of Humanities and Sciences. The Student Government Association selects 6 student members to be added to the pool of students. Members of the honor court are selected each spring to serve during the summer, fall, and, spring of the following year.

The Dean of Students acts as administrator of the court, appoints a chairperson for each court hearing, and selects members from among the pool to serve at a particular court hearing.

For a fuller description of the procedures of the honor court and for other matters related to student conduct, see the USCS Code of Student Conduct and the Campus Discipline Code.

Independent Study Courses

Students are not be permitted to register for Independent Study unless they have completed the form "Application for Course Offered as Independent Study." Students desiring to take an Independent Study course should pick up this form from their dean. It should be completed by the instructor and all signatures required should be secured. Finally, students are responsible for forwarding the completed form to the Director of Records and Registration for official approval.

Office Hours

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel should be easily available to students. Consequently, every faculty member is expected to post and to maintain office hours. A schedule of five hours a week, or one hour each class day is considered as minimally acceptable. Faculty members should submit a copy of their schedule to their dean.

Registration

Notices are sent to each faculty member by the Vice Chancellor for Academic Affairs giving the dates on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration

process. Deans or division chairpersons notify faculty members of their specific duties during registration.

Student Evaluations

The primary purpose of the teaching evaluations at USCS is to improve the quality of instruction. As such, the evaluations are to be used mainly by the individual faculty member being evaluated.

As a secondary purpose, the evaluations may be used as one evidence of teaching performance in administrative decisions regarding promotion, tenure, and salary. The faculty member may submit additional evidence from other measures. These measures include but are not limited to: course syllabi, evidence of course development (either a new course or existing course), evidence of research, video-tapes for evaluation by peers, classroom assessments made by other faculty, additional course work, or a pre-and post-test measure of student achievement.

Copies of all numerical data generated by the student evaluation shall be forwarded to the individual faculty member and to the immediate rating administrator for that faculty member. An additional copy rests in the Office of the Vice Chancellor for Academic Affairs. Students' written comments may be submitted to the rating administrator at the option of the faculty member.

All full-time faculty are evaluated each semester if non-tenured, at least annually if tenured.

If, in the opinion of the rating administrator, the academic dean, or the Vice Chancellor for Academic Affairs, the evaluations indicate any serious deficiencies in teaching performance, the administrator shall hold a conference with the affected faculty member and the specific deficiencies are noted in writing in a formal memorandum. The faculty member has the opportunity to respond to the administrative assessment. This provision should not be understood as precluding informal, unwritten communication between faculty and rating administrator. Only if the teaching deficiencies are seen as significant must the response be documented in writing.

School or Division Discretion. Each school or division is permitted to design its own student evaluations with the approval of the Vice Chancellor for Academic Affairs. All faculty in each school or division must be offered ample opportunity to participate in the design of the questions asked by the evaluation. The Vice Chancellor reproduces and distributes the new evaluations for use in place of the current evaluations upon completion of the former.

Possible University-wide Questions. Each school or division shall work with the Vice Chancellor to ascertain if common questions exist across the University. The structure of school or division input shall be determined by that school or division.

Statistical Data. Frequency distributions for individual

questions are distributed to the faculty. Other statistics may be generated upon approval by the Senate.

Statement of Teaching Objectives. Each school, division or academic discipline should prepare a clear and succinct list of its teaching goals and objectives and the questions it wishes to incorporate into its version of the teaching evaluation. Each individual faculty member must be provided the opportunity to participate in the designing of such statements. Upon approval by the appropriate dean and the Vice Chancellor for Academic Affairs, these reports should be placed on file in each school and division. Copies of the reports should also be placed on file with all rating administrators and with the Vice Chancellor for Academic Affairs.

All statements of teaching goals and objectives are submitted to the Faculty Senate. The Senate will determine (1) that each school, division, or discipline has a statement of such teaching goals and objectives, (2) that each statement contains and orderly procedure for the administration of the evaluations and (3) a procedure for allowing a faculty member to respond to administrative assessments made on the basis of the evaluations.

Student Evaluations and the Evaluation Process. The Chancellor, Vice Chancellor for Academic Affairs and any other persons of their choosing should explore the connections between all of the faculty evaluations and the place the evaluations hold in the processes of improving teaching and administrative decisions regarding employment conditions. The results of this analysis should be distributed for the whole faculty.

Student's Rights of Privacy Regarding Grades

Faculty members may not post publicly any grade (i.e., daily quiz, midterm grade, final examination, or semester grade) of any student by name. Such practices, including associating grades with students' initials, have been determined by the courts to constitute an invasion of privacy. It is proper, however, to post grades of individual students by social security number.

In addition, the practice of leaving graded papers outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is, therefore, discouraged.

Withdrawal of Veterans from a Class

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the Veterans Affairs Office requests that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance by using any one or a combination of the following four methods: (1) last activity (including attendance)

Procedures

as indicated by the instructor's records, (2) last papers submitted, (3) last examination completed, (4) student's reasonable statement of last date of attendance.

Academic and Professional Procedures

Cooperation with Other Colleges

The faculty at USCS supports in principle the cooperation with other area colleges in sharing faculty.

Each USCS department, division or school should be given the opportunity to suggest courses which cannot be taught by USCS faculty but which would contribute significantly to our curriculum.

If the proposed course to be taught at USCS is not currently in our catalog, the school or division Academic Affairs Committee should determine if it should be a regular addition to our catalog. If the Committee decides that it is an important addition, it should be added to the USCS offerings in the normal manner by proceeding through the Academic Affairs Executive Committee and the Senate. If it is determined by the school or division academic affairs committee and the Executive Academic Affairs Committee that it should not now become a part of the normal catalog offerings but would be a useful temporary addition, it can be approved by the Vice Chancellor for one semester only.

In cases in which one division or school receives a visiting instructor, the budget should be appropriately adjusted so that the contributing discipline does not suffer a loss in its capability to offer necessary undergraduate instruction.

Revising the Curriculum

Faculty seeking to institute a new course or to revise the curriculum must adhere to the following prescribed procedures to include securing the required signatures on the appropriate forms. There are two standard forms. For minor changes to existing courses, the "Request for Change in Course Description" is sufficient. For new courses, the "Request for Addition of New Course" is required. Copies of these forms are available from school secretaries or school representatives of the Executive Academic Affairs Committee.

The procedure is to complete the appropriate form and respond to the criteria in the "Procedures for New Course Proposals." The proposal is presented to the appropriate divisional or school faculty for comments or revisions and then submitted to the appropriate divisional or school Academic Affairs Committee. Signatures of the divisional chairperson or assistant dean and the dean of the school are usual, but are not

required. The proposal is then presented to the Executive Academic Affairs Committee. Should the proposal be approved by the Executive Academic Affairs Committee, it is forwarded as a committee recommendation to the Faculty Senate for deliberation. Following Senate approval, the proposal is forwarded for administrative approval.

The faculty members initiating proposals for curricular revision must be available for all of the above meetings in order to answer inquiries related to that proposal. Chairpersons of the respective committees, however, are responsible for requesting the presence of the faculty members initiating the proposal.

Graduate Regional Studies

The faculty of the University of South Carolina at Spartanburg supports the continued cooperation of USCS with the Graduate Regional Studies program of the University of South Carolina system. This cooperation can be beneficial to the University of South Carolina system, the USCS faculty, and both the undergraduate and graduate students on the Spartanburg campus, with proper planning.

The use of USCS instructors enables graduate students in the Spartanburg area to confer more easily with their professors throughout the week.

The use of USCS faculty as instructors enables the university to spend its limited financial resources on assets such as library books, rather than on travel money.

USCS professors are normally more familiar with the extent and limitations of the USCS library holdings in their area than are USC Columbia professors.

When courses are offered at the 500 and 600-level which are open to both graduate and undergraduate students, USCS undergraduates can benefit from additional course offerings which might otherwise not be available to them.

The opportunity to teach a graduate course often makes a significant contribution to the professional development of USCS faculty by allowing more opportunity for specialized reading or research. This is particularly important because opportunities for sabbaticals and released time for research are rather limited.

Normally, a graduate course is taught by a USCS faculty member as a substitute for an undergraduate course. No necessary undergraduate courses, however, shall be cancelled to provide instruction for graduate courses. The payment which comes to USCS for providing a faculty member to teach a graduate course is assigned to that faculty member's division or school as a general rule. As in the case with undergraduate teaching assignments, overload payments to individual faculty are made only in exceptional circumstances, and only with the prior approval of the Vice Chancellor.

Grants

Grant Seeking. The Office of Sponsored Projects has the responsibility for coordinating federal, state, and foundation grant seeking. The office assists faculty in locating funding sources and in getting the proposals written, typed, and supported. The following procedures are suggested for persons seeking grants:

- (1) Formulate the idea in one or two written pages.
- (2) Discuss the idea and the grant guidelines with the Director of Sponsored Projects.
- (3) Seven working days prior to the grant deadline submit for review all grant proposals with the Director of Sponsored Projects, who assists in clearing the proposal with the Vice Chancellor for Academic Affairs and the Chancellor.
- (4) The Director of Sponsored Projects will then complete a Sponsored Project Review and Approval Form, and a GCR-1 Form (which also fulfills any required A-95 clearinghouse review) and submit them with the proposal for review and final processing to the Office of Sponsored Programs and Research on the Columbia campus.
- (5) The Chief Executive Assistant to the President of the USC System on the Columbia campus is the official authorized to financially obligate the University and will sign the grant proposal. The proposal will then be forwarded to the funding agency.
- (6) Research grant proposals involving human subjects must also be submitted to the USC Institutional Review Board (IRB) for the Use of Human Subjects (through the Office of Sponsored Programs and Research on the Columbia's campus) when the proposal is submitted to the funding agency.

Post-Award Grant Activities. Once a federal, state, or foundation grant is awarded, it is necessary for the Director of Sponsored Projects to monitor the handling of the grant. Therefore, the following procedures serve as guidelines to grant recipients:

- (1) When a grant is awarded, the Director of Sponsored Projects should be notified so that a grant account can be established.
- (2) The hiring or transferring of any USCS personnel (whether the position is classified or unclassified,

full- or part-time) must be communicated to the Director of Sponsored Projects prior to offering the position to a candidate.

- (3) The spending of any grant funds regardless of purpose (e.g., equipment, travel, supplies, hiring of consultants, contracting for services, etc...) must be reviewed by the Director of Sponsored Projects who will forward the request to the Business Office.
- (4) Requests for revisions in the grant must be reviewed by the Director of Sponsored Projects who will then forward the request to Columbia for the authorized official's signature and then on to the funding agency.

Professional Travel

Attendance at and participation in professional association meetings are strongly encouraged by the university. Funds are available in each school for faculty members interested in attending such meetings. Deans can supply the faculty member with full information regarding the funds available for such purposes.

Release Time Guidelines

Procedures for faculty release time are currently under review (Spring 1985). The Vice Chancellor for Academic Affairs is directing the formation of a committee on research and productive scholarship. This committee will develop guidelines for release time.

The Faculty Advisory Committee had agreed that the primary purpose of Faculty Release Time and the chief criterion for extending release time should be research and creativity. However, as many members of the faculty would find themselves handicapped by lack of equipment and facilities in pursuing research interests, the research and creativity criterion was expanded to include improvement of skills not mandated by minimum job description, but which are related to the individual's job. The hope was expressed that with improved facilities research might become the major emphasis for release time in the future.

The Committee offers the following as examples of research or creativity for which release time might be granted: (1) production of a work of art, such as writing a book, play or producing a photography exhibition; (2) research for a book or article; (3) preparation and analysis of survey or questionnaire results, not related to administrative activity; (4) gaining experience in job-related areas.

The Committee agrees that a release time proposal stressing research and creativity may be rejected if, in the judgment of the committee, the proposal lacked merit. In the event that no proposals dealing with research and creativity, or improvement of skills were received or in the event that such proposals were judged inadequate, an additional criterion, curriculum development, could be used to justify extension of release time.

In addition to the above, the Committee suggests the following procedures for considering release time proposals:

1. Faculty Release Time should not be awarded for the purpose of facilitating pursuit of a higher educational degree. (Administrative Release Time may, however, be appropriate in this circumstance.)
2. Normally, individuals who would have release time from one source (e.g., Faculty Secretary) would be ineligible from also receiving faculty release time during the same semester.
3. The first criterion for faculty release time should be research or creativity; the second criterion should be improvement of job skills. Only if these criteria are not met should proposals dealing with curriculum development be considered. Administrative release time may be appropriate for community service activity.
4. Librarians, as faculty members, are eligible for faculty release time.
5. Typically, release time would be limited to one semester per year; extraordinary circumstances, however, may result in more than one semester of release time within one year.
6. The rank order of proposals assigned by the Committee should be made known by the Faculty Secretary to those submitting proposals. An explanation of the Committee's reasoning underlying the ranking should be made available.
7. Typically, the proposals will be two to four pages in length and will include a description of the planned use of release time. The Committee grants no interviews, but makes its judgment upon the written proposals alone.
8. A cover sheet is provided for the proposals. The cover sheet contains spaces for signatures indicating approval of the proposal. Routing of the proposals is as follows: (1) assistant

dean/chairperson, (2) deans of appropriate schools, (3) the Advisory Committee, (4) the Vice Chancellor for Academic Affairs.

Personnel Procedures

Graduate Study by Full-Time Faculty Members

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the university schedule and related activities, all plans for graduate study must be presented each semester to the appropriate dean, who submits a recommendation to the Vice Chancellor for Academic Affairs for approval. Final approval rests with the Chancellor for Academic Affairs.

Pay Schedule

Faculty having nine-month contracts normally receive their salaries in eighteen (18) equal installments distributed twice a month. During the fall and spring semesters, checks are distributed by the division or school secretary on the last working day nearest the 15th and the last working day nearest the end of the month. There are two exceptions to this rule. In December, checks are available on the 1st working days nearest December 15th and 22nd. In May, the last check is distributed on or near May 15. Paychecks for faculty teaching during Summer I come at the end of that term. The salaries of Summer II instructors are divided into two equal checks distributed on or near July 21 and at the end of the term.

Personnel Information

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

Miscellaneous Procedures

Faculty Evaluation of Administrators

The Faculty Senate is responsible for conducting the faculty evaluation of administrators. The Faculty Secretary-elect is responsible for administering the evaluation. The previous year's Faculty Secretary assists in this task. All administrators will be evaluated annually during the Spring term.

As in the faculty evaluation process, the goals of this evaluation are twofold. For the individual evaluated, it aids in the goals of improvement and development. At the same time, it is a source for the assessment of performance.

All administrators should be evaluated by a sufficient sample of faculty members; and, in many cases, an effort is made to insure that they are evaluated by those who are best acquainted with their performance. In addition, it is beneficial for all that there should be a continuing and consistent record of evaluation. In order to effect these goals, the following schedule of evaluators is established.

Administrator	Evaluators
I. Chancellor's Office	
a) Chancellor	--all faculty
b) Affirmative Action Officer	--faculty sample --faculty hired in the current academic year
II. Academic Affairs	
a) Vice Chancellor	--all faculty
b) Assistant Vice Chancellor (Director of Developmental Studies and of the Freshman-Sophomore Center	--faculty of Developmental Studies --Freshman-Sophomore Center advisors --faculty sample
c) Assistant Vice Chancellor (Director of Continuing and Evening Education and of Computer Studies)	--faculty members having taught for Continuing Education in the past year --faculty sample
d) Deans	--colleagues --faculty of the school

- e) Assistant Deans/
Division Chairpersons
--colleagues
--faculty of the school
or division
- f) Directors
(Audio Visuals;
Interdisciplinary Studies;
Records, Registration and
Computer Services)
--colleagues
--faculty sample

III. Student Affairs

- a) Associate Chancellor
--administrators
supervised by that
administrator
- members of Student
Affairs Committee
- faculty sample
- b) Dean of Students
--members of Student
Affairs Committee
- faculty sample
- c) Director of Financial
Aid and Veterans Affairs
--members of Financial
Aid Committee
- faculty sample
- d) Director of Student
Activities
--members of Student
Affairs
- members of Student
Affairs Committee
- faculty sample

IV. Business Office

- a) Associate Chancellor
--administrators
supervised by that
administrator
- members of Facilities,
Utilization and
Planning
- faculty sample
- b) Controller
--faculty sample
- c) Chief of Public Safety
--faculty sample
- d) Bookstore Manager
--faculty sample

Procedures

e) Personnel Director

--faculty hired in the
current academic year
--faculty sample

V. University Relations

a) Associate Chancellor

--administrators
supervised by that
administrator
--faculty sample

b) Directors (Alumni Affairs; International Education; Public Information)

--faculty sample

c) Associate Director of Admissions

--members of Admissions
and Petitions Committee
--faculty sample
--Recruitment Committee

VI. Library

a) Director

--librarians
--members of Library
Committee
--faculty sample

VII. Athletic Department

a) Director

--coaching staff
--members of Athletic
Advisory Committee
--faculty sample

For the purposes of administrative evaluations, "all faculty" implies all full-time faculty members and administrators who are not supervisors of that individual; "faculty sample" means a sample of full-time faculty members selected at random; "colleagues" implies individuals with the same or similar titles. For examples, other deans for a given dean, other chairpersons for a given chairperson, and other directors in that administrative unit for a given director.

Properly designated evaluation instruments should be distributed to faculty members as prescribed above. Two weeks should be allowed for the completion of the evaluations. All evaluations should remain anonymous and should be returned sealed to the Faculty Secretary-elect.

After processing, the original evaluations with the written comments should be returned to the individual evaluated. Copies

of the summary data are forwarded to the administrator's immediate supervisor. Individuals may elect to forward written comments.

Master Calendar

A master calendar is maintained by the Information Services Office. All faculty, staff, and student organizations should contact Information Services to place activities on the calendar as far in advance as possible.

Meetings

Classes are not scheduled for the noon hours on Mondays, Wednesdays, and Fridays. This time--from 12:20 - 1:45 p.m. is set aside for student activity meetings and special events. Faculty business meetings are regularly scheduled in September and April. Faculty Senate meetings are held the third Friday of each month; the Faculty Advisory Committee usually meets on the first Friday of the month.

Faculty committee meetings are called by the chairs. Normally, these meetings are planned for noon break on Mondays, Wednesdays and Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. It is the chair's responsibility to arrange times convenient to committee members insofar as it is possible. Attendance at committee meetings, faculty meetings, and other meetings such as those of one's division or school is considered a prime responsibility for every faculty member.

Room Use

The use of any campus room or facility requires reservation in advance. The campus Activities Building, Tukey Auditorium and all other rooms, except the Administration Building Conference Room, are reserved through the Office of Continuing Education. The Administration Building Conference Room is reserved through the Office of the Associate Chancellor for Administration.

Visiting Speakers and Special Events

There are several policies and procedures that govern the planning of special events. In the case of a visiting speaker, ordinarily an official invitation to speak on campus is issued by the Chancellor. A faculty member planning to invite a speaker to the campus should notify the Chancellor's office so that an official invitation can be extended. All publicity efforts should be coordinated through the Office of Information Services.

Procedures

Moreover, events open to the public must be placed on the Cultural Affairs Calendar (contact the Office of Information Services). Tukey Lecture Theatre and the Activities Building must be reserved well in advance through the Office of Continuing Education.

For more information on policies and procedures, contact the Office of Information Services.

SERVICES

Academic Services

Audio-visual Services (APC)

The primary mission of the Audiovisual Production Center is to provide academic support. However, the APC also provides other institutional support as resources are available. Most routine services are available at no charge; however, projects requiring extensive staff time or quantities of supplies are charged to the appropriate department.

There are generally three main areas concerning audiovisual materials: audiovisual software (filmstrips, tapes, etc.), audiovisual hardware (equipment), and production and use of audiovisual resources.

Audiovisual Software. General policies for purchase of commercially prepared materials are prepared and maintained by the USCS library. The only exception to this area is 16mm films. The APC is responsible for the purchase, rental, distribution, and maintenance of all 16 mm films used on campus. Any purchase or rental of 16 mm films must originate from the APC. They are housed, maintained, and circulated at the APC. A list of the films for rental as well as those housed in the APC is available at the APC. The APC also houses and maintains the photographic archives for USCS.

Audiovisual Hardware. The APC is responsible for the purchase, distribution, maintenance, and inventory of all audiovisual equipment on campus. This does not encompass (1) administration and office-type equipment such as dictaphones, mimeograph machines, and so forth, (2) specialized equipment such as tachistoscopes, microreader/printer, etc., (3) Helen Fuld equipment (except as required under maintenance agreement stated by the Trust). Any purchase of audiovisual equipment using funds other than from the APC budget, specifically grants, are supervised by the APC. The items are considered part of the APC inventory and are maintained through the APC. All purchase requests for audiovisual equipment must originate from the APC or be approved by the director of the APC. Likewise, all equipment is sent directly to the APC for inventory and maintenance control purposes.

Equipment is checked out (except in pre-arranged instances) for individual class periods only. It must be reserved 24 hours in advance. Equipment is locked in storage areas in each building and is available only if it has been reserved in advance. Upon picking up equipment, a signature is made on a checkout card. Individuals are responsible for the equipment as long as it is in their possession and until it is checked back in with their signature. The APC does not normally pick up, deliver, or provide operators for equipment. Any equipment going off campus must be picked up from the APC. Video equipment does

not go off campus in any circumstance (except those pieces intended to be portable). Equipment other than video may be borrowed by community groups if equipment is not scheduled for use at USCS. Discretion is used.

The APC is also responsible for the inventory and maintenance of television receivers on loan from Instructional Services in Columbia which are for closed circuit programming.

Production. The staff of the APC is available for assistance in developing effective instruction and producing media-type resources. The staff serve as consultants in such things as: the development of instructional objectives, the selection and use of learning activities, the selection and use of appropriate media, and the development of self-instructional materials.

The staff is available to work with individuals or groups - faculty, staff, and students. The department is also available to present short media workshops relating to effective instruction.

These types of productions are available at no charge upon request.

dry mounting	35 mm slides
laminating	letting (titles, graphs, tables, etc.)
sign-making	
audio-tape duplicating	copy work
simple graphics	duplicating diazo
overhead transparencies	darkroom services
thermal	b&w prints
diazo	color prints (not done
colorlift	in-house, charges necessary on most requests)
8 mm	color slides
	Kodalith

Professional graphics are available through the APC on a per hour or per job basis with monies transferred into the APC budget from the requesting client or department. The APC secures a temporary graphic artists to perform the necessary art work.

Persons requesting live video tape recording are responsible for providing operators for the equipment when APC personnel are not available. APC staff trains operators if necessary. Also, initiators of video tape transfers or copies accept full responsibility for obtaining legal rights for tapes. The APC does not transfer or copy any copyrighted material unless written permission is given by the producer. Video tapes are provided at no charge to departments or schools only if they are to be recorded on for a temporary period, erased, and returned to the APC for reuse. Any permanently recorded tapes must be purchased through the APC by an interdepartmental transfer of funds. In general, individuals or departments wishing to purchase quantities of audiovisual materials, specifically audio tapes,

video tapes, transparency film, photographic film, photographic supplies must do so through the APC. The items are purchased by the APC and funds transferred from departments to the APC to cover costs. Most items are kept in sufficient quantity in the APC to avoid delays in request or use time; however, items are not be distributed until budget transfers are confirmed.

Bookstore

The Campus Bookstore is located in the Hodge Center. The Bookstore offers to students required textbooks and other course related materials. Also available are supplemental materials, special orders for books, and campus-oriented merchandise. At the appropriate times academic regalia and class rings are offered through the bookstore.

Computer Services

Computer Services for Academic Research are provided to faculty and students by the Computer Services Division.

Computer capabilities include a Data 100 Terminal which is linked to a Central 24 MB IBM 3081D using MVS/XA for batch support, and a 12 MB AMDAHL V6-11 using VM/CMS. Time-sharing terminals are available as are numerous microcomputers. Supporting hardware items are located on the Columbia campus; these include an optical mark page reader, a Calcamp Plotter, and a microfilm output unit.

Requests for additional services should be directed to the manager of the Computer Services Division.

Normal operation hours are posted outside the Computer Room.

Library Services

Circulation Policies. All USCS students, faculty, and staff must have ID cards to borrow library material except reserve items. Each borrower is responsible for all material checked out.

The normal borrowing period in fall and spring semesters is not less than two weeks and not more than three weeks; in summer, the minimum period is one week, the maximum two weeks. Books may be renewed as often as wished unless they have been requested by someone else or the borrower's privileges have been suspended. All books are due the first day of exams at the end of each term, no matter when they were checked out; they may be renewed, but they need to be brought in so records can be cleared. Books may be renewed by phone when they are due on the call-in date at the end of a semester.

Overdue fees are not usually charged for regularly circulating books, but borrowing privileges are suspended after

books are more than two weeks overdue or if books are not returned on the first day of exams. (Except in exceptional circumstances, faculty members do not have borrowing privileges suspended). Students who have not returned books at the end of the term also are barred from registration and have their transcripts held. Books must be returned or the borrower is billed \$25.00 per volume. As a courtesy, the library sends one overdue notice to each borrower.

Every borrower is expected to return an overdue book called in for someone else's use. In these cases, special notices are mailed or a phone call is made. If the notice is mailed, it is assumed that it is delivered within 72 hours; if the books are not returned within 48 hours after notification, a fine is charged of \$3.00 per day from the day the book was originally due (up to \$25.00 for each book) and borrowing privileges are suspended until the books are returned and the fine is paid. Students who owe fees at the end of the term also are barred from registration and have their transcripts held.

Fines are charged for overdue reserve materials; the fine schedule is posted at the circulation desk. Circulation records are confidential; only inquiries concerning when a book is due are answered.

Interlibrary Loans. Interlibrary loans for personal use are available through the Reference Department. All fees are to be paid by the faculty member ordering the material.

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the University. In order to charge such material, faculty members must have a "Purchase Requisition" signed by the dean, assistant dean, or division chairperson; the form must be given to a reference librarian at the time the interlibrary loan is requested.

Special cards used for requesting interlibrary loans are available in the Library. Failure to return interlibrary loan books on time results in the loss of the service through the USCS Library.

Class Tours of the Library. The librarians provide programs to teach the efficient use of the Library. Faculty members who wish to use this service should call to make arrangements with a reference librarian.

Cooper Library, USC Columbia. Faculty members from USCS who wish to borrow books from Cooper Library in Columbia must have a validated ID card; the validation sticker must be for the current school semester. Validation stickers are available in the Public Safety Office.

It is possible to have ID cards made in Columbia in Pettigru Building (Monday-Friday, 9:00 a.m. - 5:00 p.m.) if proof of faculty status is presented. If faculty are not listed, a note from the Business Office in Spartanburg is sufficient proof. If any special problems are encountered, please call or see the Circulation Librarian at Cooper.

If more information is needed, faculty should contact a USCS a reference librarian.

Audio-visual Distribution Center (AVDC). Filmstrips, records, slides, audio-cassettes, video-cassettes, kits, models, and games are available in the Library Audio-Visual Distribution Center. These items do not circulate, but faculty members may check them out for classroom use, and they may be put on reserve for courses. The AVDC has its own card catalog. All materials are also listed in the main catalog in the Library. Cards for these materials are identified by a red stripe on the left of the card and "AV Center" above the call number.

For more information, faculty should contact an AVDC staff member.

Reserve Material. For student and faculty convenience, required reading for courses may be put on reserve in the Library. Faculty members should fill out a Reserve Request Form for each class each semester. Please allow one week for the staff to process the reserves. It rarely takes more than 48 hours except at the beginning of a semester, but the work load at the circulation desk is frequently very heavy, and reserves are processed in the order they are received.

Faculty members determine what type of reserve they want for each item, but while material is on reserve, all students using it are bound by the Library's rules. Faculty members may not change the type of reserve they originally requested except by calling or writing to the circulation personnel; messages are not accepted from students. Reserve material is not counted as Library circulation, so any record of signatures on the check-out cards is available to faculty members.

Photocopies for reserve are made by the library circulation staff if time permits, but the faculty member must supply the exact citation in writing. No material is accepted for reserve if violation of the copyright law is involved.

For more information, faculty should contact a staff member in the circulation department.

Copying Machines. If material owned by the library is to be copied for instructional use by a faculty member, the charge is absorbed by the Library. If students are sent to the Library to do such copying, the faculty member must send a note with the student or call a full-time staff member in the circulation department.

Any material not owned by the USCS Library that is copied on a machine in the library must be paid for by the faculty member, unless the copying machine in the division office is out of order. In that case, a sheet must be signed in the Library to indicate the number of copies made.

Additional information is available from staff members in reference or technical services.

Clerical Services

Printing Services Center (PSC)

Introduction. The Printing Services Center (PSC) provides printing, photocopying, and typesetting services for USCS faculty and staff. Work can be sent directly to Printing Services Center, or it can be left at the Drop/Pick-up Station in campus buildings. Work left in the Drop/Pick-up Stations must be ready for copying or typesetting, and must have a properly completed Printing Services Center Requisition attached. Tests should be sealed so that students do not have access to them. Finished work is returned to the stations and new work picked up at 3:00 daily.

The Printing Services Center provides a 48-hour turnaround (if such is requested) on all tests, memos, and other regular printing jobs. Turnaround time on jobs with many originals and many copies, or jobs that require typesetting, proofreading, and printing, must be negotiated with the Printing Services Manager when they are presented to Printing Services. Individuals are encouraged to send all work to Printing Services as soon as possible before it is needed in order to avoid a bottleneck.

Any tests or jobs that are given to Printing Services and requested to be finished in less than 24 hours are done at the discretion of the PSC Manager only and are charged an emergency rate that may be more expensive than the job normally would have been. Printing Services also does limited outside or personal work, but it is mandatory that such work be received in PSC early, since it must be last priority and is done only at the discretion of the PSC Manager.

The Printing Services Center also serves as a mediator between USCS and other professional printers. Such projects as business cards or personalized note pads, or extremely large jobs such as semester schedules are available through PSC; members of USCS faculty and staff should not call a printer directly for these jobs.

Convenience Copiers. Copiers with many convenient features are located in every building on campus. A key system controls access to these copiers, and keys have been given to every budget office. Duplicate keys are available, if needed, from PSC. The Printing Services Center is responsible for maintenance and the supply of paper for these copiers. Machine users can obtain this paper from the Purchasing Office. The cost for using the copiers covers paper and usage of the machine, and is billed to individual budget departments by PSC each month.

The copier in the Printing Services Center Office is also available. It should be stressed, however, that the cost for use of this machine is the same as for use of the other copiers on campus, regardless of the number of copies made.

Typesetting and Word Processing. The Printing Services Center typesets brochures, invitations, handbooks, and other

items. Due to the volume of work received for typesetting and the extra time required for proofreading this material and cutting or folding it after printing, PSC urges delivery of such work two to three weeks before it is to be completed. Any person who requests brochures, invitations, handbooks, or other work that requires typesetting must discuss the final due date with the PSC Manager in advance to avoid disappointment.

Word processing services available through PSC include mag letters and materials that are already on magnetic cards. PSC no longer types tests, individual letters, or other items in preparation for printing.

Printing. All work received in the Printing Services Center for printing is printed on the front and back of the paper unless otherwise specified. Black is the only color of ink available, but there is a variety of colors and weights of paper, including mimeo bond and typing paper, heavier vellum for brochures, and cover stock for cards or booklet covers. Some colors are available in 8 1/2" x 14". There is a small charge for each sheet of vellum or cover stock used, but white or colored mimeo paper carries no additional charge. USCS faculty and staff are encouraged to save money by sending jobs with 50 copies or more to the Printing Services Center.

Teaching Services

Counseling, Career Development and Job Placement Center

General Information. The Counseling, Career Development, and Job Placement Center is located on the second floor of the Hodge Building, H-206. All counselors' offices are in the Center. Outreach is the philosophy of the Counseling Center. Counselors get out on the campus and participate in a variety of activities, clubs, organizations, classes, labs, athletics and intramurals, etc. This makes it easy to get acquainted with counselors, either in their offices or on the campus.

Personal Counseling. The center staff works with students individually and in groups on all sorts of personal or intrapersonal concerns--marriage, pre-marriage, dating, abortion, parenting, or weight control.

Academic Counseling. Counselors are available to help students who are encountering academic difficulty. Other academic concerns such as dropping and adding courses, changing majors, and transferring schools are also handled by the counseling staff. A complete library of college catalogs is maintained by the center to aid individuals in this area.

Career Counseling. The center offers assistance to students in identifying and pursuing career goals. Interest inventories and aptitude tests are given to aid students in career exploration, and a career research library located in the center contains many sources of information of value in making career

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choices. Also, counselors are available to talk with an individual about career concerns.

Placement Services. The Job Placement Office, located in the center, gives students practical help toward getting started in a career. It offers guidance, counseling and information through the career library, workshops, and individual consultation, and provides help in resume writing and interview skills. In addition, the Job Placement Center hosts a number of campus recruiters to interview seniors and alumni, and provides information on many part-time and full-time positions for USCS students and alumni.

Special Topic Workshops. The counseling staff has implemented a series of workshops designed to meet the needs of USCS students. These workshops deal with a variety of topics such as assertiveness training, academic responsibility, value of a college education, alcohol abuse prevention, leadership, personal relationships, survival skills, and peer counseling.

Traveling Road Shows. The Counseling, Career Development and Job Placement Center offers "Traveling Road Shows" for presentation in a class, as a change of pace, or on occasions when a faculty member has to miss a class. A list of presentations include "What Can I Do With a Major In" (all areas), resume writing and interviewing skills, assertiveness training, road to graduate school, and test taking skills.

Faculty should submit requests with the date required, course title, number of students per class, location, name, and telephone number one week in advance or call the Counseling, Career Development and Job Placement Center.

Freshman-Sophomore Center

The Freshman-Sophomore Center at USCS is dedicated to assisting entering freshmen and transfers with less than forty-six (46) contact hours reach their fullest potential in the areas of academic, personal, and social development.

The Freshman-Sophomore Center provides counseling and advisement to all new students and transfer students with less than forty-six (46) credit hours. Counseling and advisement is conducted by elected freshman-sophomore advisors from all schools and divisions within the university. The Center attempts to assign an advisor from the students major subject area; however, freshman-sophomore advisors are knowledgeable in all subject areas of the university.

Counseling and advisement is conducted through individual and small group sessions. Individual conferences with the advisor are held a minimum of two times each semester. Small group advisement and counseling is conducted by the freshman-sophomore advisor and/or the student advisement group called the Para-professional Advisement and Leadership Staff (P.A.L.S.). This is an elected group of sophomores, juniors, and seniors at USCS who serve as friends, guides, para-professional advisors,

and orientation leaders for all entering freshmen. The P.A.L.S. help with orientation, registration, and small group meetings throughout the freshman year.

When freshmen earn approximately 30-45 semester hours at USCS or through accepted transfer credits, the students may begin the transfer process to the school or division of their major; however, the student must meet the criteria for acceptance into that school or division.

Reading-Mathematics Clinic

The Reading and Mathematics Clinic is available to public and private school students and adults who need remedial diagnosis and instruction in reading and math. Clients currently pay \$50.00 for a complete reading diagnosis and evaluation and \$40.00 for diagnostic testing in mathematics. The current charge for individualized instruction in either reading or math is \$10.00 per hour.

A second component of the Reading Clinic is the Center for Improved Learning which provides a complete psychological evaluation at a cost of \$125.00 for public school-age students and \$135.00 for adults. Based upon evaluation, one-to-one instruction is provided by learning disability specialists.

The Reading-Math Clinic conducts various enrichment programs in the summer for elementary and junior high students. Recent summer programs have addressed the needs of students in language arts, mathematics, study skills and SAT preparation.

Tutoring Lab

The Tutoring Lab, a part of Developmental Studies, provides tutorial services at no charge to any student at the university. The lab is staffed by a coordinator and undergraduate student assistants who have met specific competency prerequisites. These staff members have continuous in-service training to develop cognitive, affective, communicative, and study skills to aid students utilizing the Tutoring Lab.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the university to meet the needs of all students. The following areas are represented in the Tutoring Lab: English, mathematics, foreign languages, physical science, business, computer science, social and behavioral sciences, and study skills for all disciplines.

The Tutoring Lab functions in two locations. The Academic (general) Lab is in Room 274 of the Library Building. The Computer Lab is in Room 125B of the Administration Building. Lab operating hours are adjusted each semester to best accommodate the student body as a whole, both day and evening students. Operating hours are posted in the two lab locations and are

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published at the beginning of each semester in the Carolinian and The Register.

Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of a course.

The Tutoring Lab provides faculty the monitoring of make-up tests. Tests to be monitored should be delivered directly to and picked up from the Lab Coordinator, Library Office 241.

For additional information, contact the Tutoring Lab Coordinator.

Miscellaneous Services

Child Development Center

Day-care services are available at the Burroughs Child Development Center located on the campus. The hours of the regular program are from 7:30 a.m. to 5:30 p.m. Children who are three, four, or five years of age have the opportunity to be involved in an experience designed to help each child develop cognitively, emotionally, socially, and physically. A staff of certified teachers, teacher aides, volunteers, and students strive to meet the individual needs of the children. Visitors are welcome.

Breakfast and lunch are served to the child as well as two snacks. Transportation is available.

Drop-in day-care services are available during the academic year on Mondays - Thursdays from 2:30 p.m. to 9:30 p.m.

Information Services

The Office of Information Services provides several functions that link the campus community with the general public.

Media Relations. It is university policy to seek news coverage and to cooperate with news media representatives in all instances. Information Services issues news releases about campus activities, staff, faculty, and students.

Faculty members are urged to assist by providing Information Services with items of general interest to the public about themselves and their professional activities and by responding freely and openly to any questions from the news media about their areas of expertise. Other questions should be referred to the Director of Information Services.

Publications. Information Services is responsible for the publication of the quarterly alumni tabloid, On Target, and The Register, a weekly publication for faculty and staff containing official announcements, campus notes, and a calendar of events.

Items for The Register should be submitted to Information Services by 3:00 p.m. Thursday and no later than 10:00 a.m. Friday for publication on the following Monday.

University Calendar. Information Services maintains a master calendar of University events and meetings. To avoid conflicts it is advisable to call Information Services or to consult the calendar in that office before scheduling an event.

Speakers Bureau. Faculty members are urged to participate in the Speakers Bureau. The Bureau provides free speakers to civic clubs, high school groups, and other organizations. Information Services publishes a brochure listing topics and available speakers. The university pays mileage for speaking engagements requiring trips of 30 miles or more.

Other. Information Services also coordinates the buying and preparation of advertising space or time and publications distributed to the public. More information is available by calling the Director of Information Services.

Mail Service

Mail is collected from and delivered daily to all departments by the Campus Mail Service. Internal correspondence between departments, schools, and divisions of the university is also handled by this agency. All outgoing mail must be accompanied by the university's Postal Authorization Form.

Parking

USCS registers vehicles of faculty members with the Public Safety Office. Vehicles are required to have a current parking decal fixed on the left rear bumper. Decals are not transferable and registrants are expected to remove them before disposing of vehicles or on severance of university employment.

Traffic and parking regulations are published annually. Copies may be obtained from the Public Safety Office. Faculty and staff are expected to observe these regulations.

Public Safety Office

The Public Safety Office is located on the first floor of the Administration Building. This office handles all security matters, including traffic control. Reports of thefts, vandalism, traffic accidents, and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security.

Emergency numbers include: 911 for Police and Fire. On internal university phones dial 9 to obtain an outside line. USCS is located in the Metro Fire District.

Recreational Facilities

G.B. Hodge Physical Education Center. The university's physical education center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

Locker Room and Clothing Fees. All faculty and staff members who wish to use the locker room and use a lock and locker may do so free of charge. Locks and locker assignments are available from the Coordinator of Intramurals.

Tennis Courts. The tennis complex, adjacent to the Child Development Center, is available for both students and faculty members. Physical education classes and the tennis team have priority for use of the courts. Please check the rules, which are posted.

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